



Metropolitan Government of Nashville and Davidson County

Employee Complaint Form

No manager, supervisor, or employee shall consciously or by overt act deprive any person of any rights to which such person is entitled under any State, Federal, or local law, ordinance, rule or policy of the Metropolitan Government. Although employees are encouraged to try to settle problems on an informal basis, any employee may submit a complaint to his/her supervisor. The supervisor shall try, in a timely manner, to remedy any actual or perceived problem without the necessity of additional formal procedures. If employees are not satisfied with the outcome, the complaint may be summarized on this form and presented to the employee's Departmental Human Resources Coordinator.

This form is to be completed by an employee and used to address general complaints. Department HR Coordinators shall review this form and ensure that the employee's complaint(s) is addressed through the proper procedures in accordance to the Civil Service Rules and Policies.

Name (Print)_____

Department (Print):_____

Address: _____

Work Phone: _____ Additional Phone: _____

1. Briefly state your complaint.

2. Briefly state the facts related to your complaint. (*Dates, situation, individuals involved etc.*)

3. What remedy are you seeking?

4. Attach any and all documentation gathered through the process.

_____ Initial discussion with the Supervisor _____
(insert date) (supervisor's name and title)

(Employee Signature)

(Date)

FOR DEPARTMENT H/R COORDINATOR USE ONLY:

_____ Written complaint received by the Departmental H/R Coordinator
(insert date) - within ten (10) calendar days of initial discussion with Supervisor

(Dept. H/R Coordinator's Signature)

_____ Consultation with the Human Resources Department by the Departmental H/R Coordinator
(insert date)

(Human Resources Employee Name)

This complaint will be forwarded to the appropriate personnel to be addressed by:

☐ Grievance Procedures
(Employee Grievance Form)

☐ EEO Complaint Procedures
(EEO Intake Form)

☐ Letter of request to the Dept.
Appointing Authority for
Review/Investigation
(CSR 6.1)

☐ Appeal Procedures

Example:

- Disciplinary (Written request - See CSR 6.6)
- Application/ Promotion process (Written request - See CSR 2.13)
- Employee Performance Evaluation (Written request - See CSR 3.3)
("An employee may not appeal an evaluation simply because he disagrees with particular ratings")

☐ Other (explain)

This complaint was resolved and mutually acceptable to the employee and governing department by the following action(s):

Employee's Signature

Date

Dept. H/R Coordinator's Signature

Date